



## **APPLICATION CHECKLIST**

### ***Request for Determination of Applicability (RDA)***

#### **General Requirements – Wetland Protection Bylaw:**

Please check the following boxes indicating that you have read & now understand the applicable rule and/or regulation:

- ☐ Section 178.2 (page 2) – This section identifies the Town’s wetland resource areas.
- ☐ Section 178.4 (page 3) – This section pertains to permit application types.
- ☐ Section 178.5 (page 4) – This section pertains to public hearings and the burden of proof placed on an applicant.
- ☐ Section 178.8 (page 7) – This section pertains to responsibility for compliance.

#### **General Requirements – Wetland Protection Regulations:**

- ☐ Section 4.0
- ☐ **Two (2)** copies of the Request for Determination of Applicability (RDA) application, plans and appurtenant data and an **electronic copy**. Must be delivered by hand, or by certified mail, and received by the NACC office at least nine (9) business days prior to the scheduled hearing.
- ☐ A copy of the complete RDA application including all attachments and plans has been mailed to DEP at the North East Regional Office as well as the property owner (if applicable).
- ☐ List of Abutters within 300’ of the parcel(s) where work is proposed as certified by the Town Assessor’s Office unless work is not proposed under this RDA (see Section 4.1 for clarification). (NOTE: This certified list shall not be more than 30 days old at the time of filing).
- ☐ Notification made to abutters by certified mail not less than seven (7) calendar days prior to the public hearing and proof of mailing presented at that hearing in the form of “white slips” or signed “green cards” unless work is not proposed under this RDA.
- ☐ Notification of public hearing made in the Lawrence Eagle Tribune at the applicant’s expense not less than seven (7) calendar days prior to the public hearing.
- ☐ “North Andover Riverfront Maps” (see Appendix B) examined to determine if activity or resource area is located within the designated 200-foot Riverfront Area.
- ☐ The **most recent** “Estimated Habitat of Rare Wetlands Wildlife Map & Certified Vernal Pools” map published by NHESP has been reviewed and is not subject to review under this RDA. NOTE: If this proposal is subject to review by NHESP than an RDA is not appropriate and a NOI should be filed with the NACC.
- ☐ Local Wetland Bylaw filing fee has been included with this application (Section 1.4).

- ☐ An 8 1/2" x 11" copy of the portion of the USGS topographic map depicting the project location has been included.
- ☐ A written narrative description of the proposed project and potential impacts to all wetland resource areas has been included.
- ☐ BVW Data Sheet(s) specific to the wetland delineation have been included if applicable.

**Stormwater Management Requirements (Section 7.0):**

- ☐ If this proposal is subject to review under the "Stormwater Management Requirements" than an RDA is not appropriate and a NOI should be filed with the NACC.

**Erosion & Sedimentation Control Requirements (Section 4.1):**

- ☐ A narrative erosion control plan and/or report have been provided for any proposed alteration of the Buffer Zone Resource Area.
- ☐ A construction schedule and sequence has been provided for any work within the Buffer Zone Resource Area including specifications for temporary and permanent ground cover.

**Plan Requirements (Section 4.1):**

The Commission and/or their designated agent may, at their discretion, accept less detailed plans for a Request for Determination of Applicability than are generally required for a Notice of Intent application. At a minimum, all plans submitted shall clearly and accurately show the present conditions and proposed work and depict the location of water bodies and wetlands. All plans must be signed/dated by the person who prepared them. However, in most instances the Commission will likely require the following:

- ☐ A title that includes the name of the project, location and names of the person(s) preparing the drawings and the date prepared including any revision dates.
- ☐ Drawings must be stamped and signed by a Registered Professional Civil Engineer of the Commonwealth &/or Registered Professional Land Surveyor of the Commonwealth (whichever is applicable).

All **existing condition plans** shall include, at a minimum, the following information:

- ☐ All wetland resource areas within 100' of proposed work (unless Riverfront Area which is 200').
- ☐ All property boundaries, existing lot lines and abutters from most recent information available at the Assessor's Office.
- ☐ "Watershed Protection District Boundaries", surface water supplies, wells, and septic systems within 100' of proposed work.
- ☐ Existing contours at 2' intervals and datum source.
- ☐ All existing natural and man-made features including tree lines, rock outcrops, stone walls, fence lines, cart roads, foot paths, overhead and underground utilities and drainage structures.
- ☐ Elevations of all natural and man-made drainage structures, waterways, and wetlands.
- ☐ 100-year flood elevations of all natural and/or man-made waterways and waterbodies as determined by FEMA or engineering calculations.

- ☐ Subdivision plans shall be submitted at an appropriate scale to accurately depict existing conditions (typ. scale of 1" = 40'). Individual parcels of land within the Subdivision and under the Wetlands Protection Act and North Andover Bylaw may be submitted at a scale of 1" = 20', if appropriate.

All developed condition plans shall include, at a minimum, the following information:

- ☐ Location of proposed work including project access.
- ☐ All proposed man-made features including roads, driveways, parking areas, structures, buildings, overhead and underground utilities.
- ☐ Subsurface sewage disposal systems.
- ☐ Proposed grading and changes in elevation depicted with 2' contours and spot grades.
- ☐ All surface and subsurface drainage structures including the location, cross section, slope and surface treatment of all drainage channels.
- ☐ The inverts, slope, pipe materials, catch basins, manholes, and end treatment of all storm drains discharging within 100' of any wetland resource area.
- ☐ Location and detail of all temporary erosion control devices, diversions, terraces, silt fences, hay bales barriers, sedimentation basins, and soil stockpile locations on the project site.
- ☐ Location and nature of all proposed alterations to the Buffer Zone Resource Area.

\_\_\_\_\_  
Date: \_\_\_\_\_  
Signature of Applicant or Applicant's Representative

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**(TOWN USE ONLY)**

- ☐ **COMPLETE APPLICATION** - It appears as though your application meets minimum submittal requirements, as such, a public hearing will be scheduled before the NACC within 21 days upon receipt of this application.
- ☐ **INCOMPLETE APPLICATION** - The following sections of the Wetland Protection Bylaw &/or Regulations have not been complied with and as a result this Department is rejecting this incomplete application w/in two (2) business days from the date of receipt (Section 178.4 North Andover Wetland Protection Bylaw). You may pick up this application and supporting plans at the Conservation Office and re-file a complete RDA.

**Wetland Bylaw - Section(s):**

**Wetland Regulations - Section(s):**

**Signature of Agent:** \_\_\_\_\_

**Date:** \_\_\_\_\_